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To be Hand Carried

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CIA Records Administration Officer

10 November 1964

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Records Analyst

USIA Records Center

OBJECTIVE

To establish a central records facility in the new Federal Records Center at Suitland, Maryland for storing inactive intelligence products and related documents of concerned USIA Community Agencies.

ASSUMPTIONS

1. That the physical security of the facility will be approved by the Agencies concerned.
2. That staffing and personnel security requirements will be approved by the participating agencies.

Facts

1. Agencies of the USIA Community have agreed in principle with the provisions of COMINT-3-75, 30 January 1961, concerning interagency use of record copies of intelligence products. It was the intention of this agreement to control growth of reference collections by destroying inactive material received from other Agencies, and to rely on the Agency of record for future reference needs.
2. Within the USIA Community copies of intelligence products are held in scattered locations such as offices, Libraries, agency records centers, the Federal Records Center and the National Archives.
3. Reference service to scattered collections is often cumbersome and time consuming.
4. Some persons responsible for administering and servicing reference collections are reluctant to destroy another agency's material because they doubt that agency can produce needed records. The same persons are critical of the time involved in getting reference service.
5. The concerned Records Officers of the USIA Community agree that a centralized records storage facility should be established in the new Federal Records Center at Suitland, Maryland. Officials of the

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National Archives and Records Service have provided for the space and physical security arrangements required by these agencies.

Discussion

1. The Federal Government has established a precedent for the utility of specialized records facilities. The National Archives and Records Service, USA, built and operates the Civilian Personnel and the Military Personnel Records Centers in St. Louis, Missouri. These centers presently store and service more than 2,500,000 cubic feet of records.
2. The Federal Records Center in Alexandria, Virginia now stores and services more than 50,000 cubic feet of intelligence records of the Defense Intelligence Agency (which includes CIA, ACIA and AFVIC) and the Department of State. These records could serve as a nucleus for the proposed USIB Center.
3. To increase the effectiveness of the program envisioned in COMINT-3-73, the custodians of intelligence reference collections need more assurance that other agency products will be available when needed and within the shortest time possible. A central records facility for the USIB Community would store record copies and/or distribution copies of intelligence products and related records of all concerned agencies. A principal mission of this facility would be to secure and maintain on a continuing basis complete sets of intelligence products and thus supply the needed assurance of availability. Also, a central records facility would expedite reference service since there would be only one point of call, and courier service could be provided on a priority or a routine basis. Priority delivery could be made within an hour or two and the routine within a working day.

Conclusion

1. The control of growth as well as content of intelligence reference collections within the USIB Community is a continuing problem recently alluded to in the Stage 1 Report of the Staff for the Community Information Processing Study (SCIPS). That report estimated that . . . there are 520 million unit records in the central reference files of the Community . . . and that the present new growth of these files is at the rate of 30 million unit records per year . . . A central records facility for the USIB Community could contribute to the control of this growth by storing and servicing the intelligence products of the Community and thus permit destruction of inactive copies held in various reference collections. The Community would also benefit in terms of content control by knowing what records would be available. Also, the Community could be assured of preservation of their intelligence archives.

2. The actions proposed in this paper relate to the mission of the Committee on Documentation, USIB (COMID) in respect to promoting optimal use of information of intelligence value, and in respect to their responsibility for monitoring interagency agreements concerning such matters.

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1. That the Records Officers concerned formally accept in the objective of this paper as stated above.
2. That this proposal be coordinated with COMUS for the purpose of informing the USIB Community.

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Concurrent:

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Chief, Records Administration Staff 10 Nov 1964
Title

/s/ Donald J. Simon
Department of State

Chief, Div. of Records Mgmt.

13 Nov 1964

Title

Date

Robert D. Rice, Chief
Records Management Group

DIASA-5

Title

12 Nov 1964

Date

Defense Intelligence Agency

Title

Date

See attached memorandum
Atomic Energy Commission

Title

Date

See paragraph 3 of transmittal memorandum

National Security Agency

Title

Date

See paragraph 4 of transmittal memorandum
Federal Bureau of Investigation

Title

Date

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DDS/RAS

(9 Nov '64)

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